

# **ANNUAL QUALITY ASSURANCE REPORT**

**INTERNAL QUALITY ASSURANCE CELL**

**PRAJYOTI NIKETAN COLLEGE**

**PUDUKAD, THRISSUR, KERALA**

(Affiliated to the University Of Calicut)



**SUBMITTED TO**

**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE  
MARCH 2010**

**Name of the Institution** : Prajyoti Niketan College, Pudukad  
Thrissur –680301  
Kerala

**Year of the Report** : 2009-2010

Prajyoti Niketan College, an Arts and Science College affiliated to the University of Calicut, was instituted in 1995 with three undergraduate courses in the aided stream— BSc Computer Science, BSc Clinical Psychology and B.A English. A fourth Course, BSc Electronics, was introduced in 1999, followed by MSc Clinical Psychology which is a self-financed Course, in 2001. The College now has a student strength of about four hundred and fifty and a faculty strength of twenty five. Since its inception in 1995, the College has been able to maintain an excellent academic track record in the form of University ranks, distinctions and a pass percentage of 95-100 % every year in all subjects along with numerous accolades in the co- curricular and sports fields.

## **Section A**

### **Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:**

The College, which is at present undergoing preparations for accreditation by NAAC, constituted its first IQAC in July 2009 as per the guidelines, with the Principal as Chairman, two external experts, five members of the teaching staff, one member of the administrative staff and the Coordinator forming the core committee. An Academic Audit that was conducted by Dr. Joseph Injodey, Principal, Rajagiri College of Social Sciences, Cochin, served as an impetus for the institution to establish the IQAC at the earliest with the noble intention of enhancing quality-initiatives. The committee took the initiative to monitor and coordinate the activities of the different clubs, associations and departments of the college. The IQAC has now been able to establish a more well-designed and well-documented administrative/academic method in all its functions.

The relatively slim strength of students in the college and a healthy teacher- student ratio has always been a point of advantage as far as close interactions between the teachers and the taught are concerned. In spite of

this, the establishment of the IQAC has enabled the college to effectively implement a number of newer and more relevant procedures.

- 1. Introduction of Year Plan/ Lesson Plan:** The formation of IQAC has encouraged the faculty to introduce a more formal and systematic method of chalking out a Year Plan for the whole academic year. Lesson Plans are made by each faculty member in order to facilitate completion of the academic schedule and syllabus on time. The plan is supervised by a faculty member who is given charge of the same. The Principal monitors the progress made in the portions of the teachers as per the teaching plan.
- 2. Mentoring system:** Although the existing class teacher system has been functioning quite effectively over the years, the newly introduced mentoring system has benefited the students in a more positive manner. A group of twenty one students who are assigned to a mentor meet the concerned teacher once a week to discuss a variety of issues, both personal and academic, with him/her. Since the selection of mentees is made across the departments, it gives the students an opportunity to interact with teachers of other departments as well.
- 3. Establishment of Web Information Cell:** A committee comprising two teachers has been designated with the job of identifying all the relevant information related to faculty improvement programmes,

research projects, grants, student welfare schemes and other subjects that are of general interest to the institution. This method has been found to be highly successful because in addition to saving time, the faculty/ college office/ departments are able to elicit maximum information from many websites simultaneously.

- 4. Activation of Alumni Activities:** The intervention of the IQAC has enabled the Alumni of the college to revive its activities in a variety of ways.
- 5. Introduction of Grievance Redressal Cell:** A Suggestion box has been introduced with the intention of getting feedback from the students on issues related to infrastructure development, services provided in the campus and facilities/ conveniences that are required for their academic growth.
- 6. Health Services:** The College has made arrangements for the services of a Medical Practitioner who makes weekly visits to the college. Those cases which require more specific treatment are referred to Specialty hospitals. This facility has proved extremely beneficial to the students, especially since the rural location of the college does not offer them too many opportunities to get medical help.

**7. Infrastructural Development:** The formation of the IQAC has made it possible for the institution to go in for quality enhancement through infrastructure development.

The IQAC has chalked out the following plan of action for the forthcoming academic year:

**1. DEPARTMENT OF COMPUTER SCIENCE:**

- a. To initiate a formal system of individual mentoring of students by the faculty.
- b. To give regular communication to parents about academic progress and attendance.
- c. To prepare a detailed calendar for departmental activities including internal/ terminal/ model examinations.

**2. DEPARTMENT OF ELECTRONICS:**

- a. To initiate a formal system of individual mentoring of students by the faculty.
- b. To give regular communication to parents about academic progress and attendance.
- c. To conduct regular extension lectures by experts in the fields of Electronics/ Management.

- d. To organize entrance coaching programmes similar to CAT under the guidance of the department.

### **3. DEPARTMENT OF PSYCHOLOGY:**

- a. To initiate a formal system of individual mentoring of students by the faculty.
- b. To give regular communication to parents about academic progress and attendance.
- c. To organize personality development programmes in the college.
- d. To inculcate social commitment in students by organizing more village outreach programmes.

### **4. DEPARTMENT OF ENGLISH :**

- a. To initiate a formal system of individual mentoring of students by the faculty.
- b. To give regular communication to parents about academic progress and attendance.
- c. To introduce a communicative English programme for the local school students of the upper primary and higher secondary levels.
- d. To organize one extension lecture each month on the area of study.
- e. To organize Personality Development and Career Guidance programmes for each batch.

f. To conduct Communicative English classes for drivers/ shopkeepers from the local community.

## **Section B**

### **DETAILS IN RESPECT OF THE FOLLOWING:**

#### **1. Activities reflecting the goals and objectives of the institution:**

Prajyoti Niketan College is an institution which has been conceived with very unique goals and objectives, its focus being on the holistic growth and development of its youth.

All the activities--academic, co-curricular and sports--are therefore undertaken in the college with a view to realizing the ultimate goal of the institution. The four courses have been opted with a view to blend tradition with technology. Being a rural college, many students from the neighbouring villages have benefited from courses like Computer Science, Electronics, Psychology and English Literature which are generally provided only in colleges in urban localities.

Being a college in the aided stream, the college does not have the liberty to restructure the syllabi of the different courses to suit the objectives of the institution. However, the teachers do their best to



instill in the students the aims and objectives of the institution while remaining within the framework of the syllabus.

The co-curricular programmes are also designed in a manner that highlights the vision and mission of the college. The college magazine, as well as the annual campus newspaper 'Prajyoti Times', bear ample testimony to this. The four departments come together to organize interdisciplinary talks on a variety of subjects which focus on value-orientation in the field of higher education.

## **2. New academic programmes initiated (UG and PG).**

Since the College is affiliated to the University of Calicut and is an aided institution, it does not have the freedom to introduce any new course/ programme without the consent of the university. At present there are four undergraduate courses and one postgraduate course.

The university has introduced the CCSS (Choice-based Credit and Semester System) for all the undergraduate courses from the academic year 2009- 2010.

The college has introduced two Add-On Courses, on **Yoga and Health Care** and **Web Technology** for the benefit of those students who have joined other subjects for their degree course. The classes for the same

are handled by faculty members of the college as well as by visiting faculty who are experts in the respective areas.

### **3. Innovations in curricular design and transaction.**

As already mentioned, the institution has limitations with regard to designing its own curriculum. The syllabi of the various courses are framed by the BOS of the concerned subjects. Our faculty who are members of the Boards play a crucial role in determining the various aspects of the syllabi and their subsequent revision.

The undergraduate courses in Computer Science, Electronics, Psychology and English Literature that are offered in the institution are made as innovative as possible by the faculty. All the departments arrange extension talks on the respective subjects so that the students get to benefit from these programmes to the maximum extent. Most of the seminars and workshops that are organized by the departments at the regional and national levels are based on the area of study of the students. The traditional chalk-and-talk method is giving way to more ICT- enabled methods, bearing in mind the fast-developing trends in the teaching-learning process.

#### **4. Inter-disciplinary programmes started.**

Two senior faculty members have been given charge of the inter-disciplinary lecture series that are organized in the college. A cross-section of professionals and experts in their respective areas of research and study engage the student- community in a two-hour session, which comprises a comprehensive lecture on the concerned topic followed by an exhaustive question hour.

Although the newly introduced CCSS has cut into the schedule of the academic calendar, there have been a number of interdisciplinary programmes this year too, on a variety of topics like Consumer Protection, Guidelines for Road Safety, Health and Hygiene for Girls and Media Ethics.

No other formal inter-disciplinary programme has been implemented in the college.

#### **5. Examination Reforms Implemented.**

Since the institution is an aided college affiliated to the University of Calicut, it does not have powers to constitute its own reforms in the examination pattern.

The University has introduced the Choice-based Credit and Semester System (CCSS) from the academic year 2009- 2010 onwards. Since the evaluation pattern has changed to the grading system, all the departments conduct regular tests and assignments as part of internal assessment.

## 6. Candidates who have qualified NET/ SLET etc.

A total of thirty students have qualified the NET examinations since the first batch passed out in 1998.

**Table 1.1** List of UGC -CSIR (NET) Qualified Candidates

<b>NO</b>	<b>NAME</b>	<b>DEPARTMENT</b>
1	Rincy T A	COMPUTER SCIENCE
2	Umadevi K S	ELECTRONICS
3	Pradeep Hariharan	ENGLISH
4	Mythili Susheel Marat	ENGLISH
5	Sujitha	ENGLISH
6	Lakshmi	ENGLISH
7	Deepthi Divakaran	ENGLISH
8	Sijo Joseph	ENGLISH
9	Sheeba V. Issac	ENGLISH
10	Milu Maria Anto	PSYCHOLOGY
11	Sujisha .T.G.	PSYCHOLOGY
12	Nice Mary Francis	PSYCHOLOGY
13	Jaya.	PSYCHOLOGY
14	Sinto.p.Anto.	PSYCHOLOGY
15	Semma Sunny (MSW/NET)	PSYCHOLOGY
16	Malini Raja	PSYCHOLOGY
17	Sukanya .B. Menon	PSYCHOLOGY
18	Soumya Sukumaran	PSYCHOLOGY
19	Soumya Mohan	PSYCHOLOGY

20	Vidya K Nidhi	PSYCHOLOGY
21	Nisha.k.	PSYCHOLOGY
22	Linta.P.Davis	PSYCHOLOGY
23	Anju.K.A.	PSYCHOLOGY
24	Anju Narayanan	PSYCHOLOGY
25	Ajitha .E. A.	PSYCHOLOGY
26	Shamly Surendran	PSYCHOLOGY
27	Rajitha Menon	PSYCHOLOGY
28	Frency Francis	PSYCHOLOGY
29	Rajasree.C.T.( M Ed /NET)	PSYCHOLOGY
30	Deepthi Pisharody	Computer Science

## 7. Initiatives towards faculty development programmes.

All the departments conduct seminars/ workshops in their respective subjects at the regional and national levels both with, and without the financial assistance of the UGC.

The teaching staff participate in seminars that are conducted in other institutions. Some of them present research papers at these seminars.

**Table 1.2** List of Faculty who have presented Papers at Seminars

Sl. no	Name of faculty	Department	Type of seminar	Number of papers
1.	Dr. E. Sandhya	Statistics	International National Regional	3 10 6
2.	Dr.Dhanya Menon	English	National Regional	6 3
3.	Dr. Sr. Sophy P.P	English	International National	2 3

4.	Dr. Varghese Paul	Psychology	International	1
5.	Ms. Nice Mary Francis	Psychology	National	3
6.	Ms.Sonia Sunny	Computer Science	National	4
7.	Ms.Binu Chacko	Computer Science	International National Regional	3 2 1

Dr. E. Sandhya of the Department of Statistics has published more than thirty papers in various research papers including International journals.

Dr. Dhanya Menon of the Department of English has published three books, and more than thirty articles in research journals.

Dr. Sr. Sophy of the Department of English has published a book and six articles in various research publications on literary theory.

Ms. Sonia Sunny of the Department of Computer Science has published two books on Computer Applications.

Sri. Binu Chacko of the Department of Computer Science has also published two books and seven articles on Computer Applications.

The Management provides financial assistance to those faculty members who attend and present papers at national and international seminars where TA/DA is not paid.

The staff members attend refresher/ orientation courses for their academic furtherance.

The teaching staff of the college have their distinct and meritorious academic track records. Most of them are gold medalists and university rank holders and have been doctorate degree-holders even at the time of appointment in the college.

Three of the permanent staff members have availed the FIP and secured their doctorate degrees. Three others are undergoing their part time PhD programmes.

Some members of the non teaching staff too, have achieved academic accolades. Sri. Geo K. Ouseph, the technical assistant of the Computer Science department, successfully completed the MBA Course from IGNOU with a first rank. He has also qualified as Microsoft Systems Software Engineer. Ms. Umadevi K.S, another technical assistant, has qualified the NET in the year 2009. One of the senior UD clerical staff has qualified the MSc Computer Science and M.A Political Science courses.

Four of the staff members are research guides of various universities.

Dr.Varghese Paul is guiding one student at present for his PhD, Dr.Monsy Edward two students and Dr Dhanya Menon two students for M.Phil. A student of Dr. E Sandhya was awarded Ph.D from the University of Calicut in 2007, and one student was awarded the M.Phil degree from the

same University in 2008. At present he is undergoing research under the integrated MPhil \ PhD programme.

**Table 1.3** List of faculty who are Research Guides

<b>Name</b>	<b>Subject</b>	<b>University</b>
Dr. E. Sandhya	Statistics	MG and Calicut Universities
Dr.Varghese Paul	Psychology	Dravidian University
Dr,Monsy Edward	Psychology	Dravidian University
Dr Dhanya Menon	English	Dravidian University

The teaching faculty have taken up major/minor research projects. The following table reveals the name of the teaching staff, type of project, funding agency and topic.

**Table 1.4** Details of Research Projects

<b>Name of Faculty</b>	<b>Type of Project</b>	<b>Funding Agency</b>	<b>Title of project</b>
Ms. Simi Varghese	Minor	UGC	The Concept of Media Ethics in the Convergence era
Dr. Sr. Sophy P.P.	Minor	UGC	The Curative Interface between Modern Philosophy and



			Modernist Poetry
Dr. Fr. Babu K.T.	Minor	UGC	Dyslexia- Identification and Remedial Measures.

Many of the permanent faculty members engage themselves in active research and have contributed in a major way to their respective areas of specialization.

Dr. E. Sandhya of the Department of Statistics is the recipient of the Young Scientist Award in 1990 and has contributed extensively since then to her area of research.

Dr. K.V. Pauly is an Honorary Consultant to the Fisheries Division of Delta Maritime Services Private Limited and has been instrumental in the preparation of a project report for Atlas Baraka Private Limited, Bangladesh, for their proposed project on Soft Shell Crab Culture at Khulna, Bangladesh. Dr. Dhanya Menon is an Honorary Consultant for the Translation Division of the Kerala Sahitya Akademi and has offered her consultancy services to a number of literary projects of the Akademi and the Kerala Language Institute, the Publications Division of the Government of Kerala.

The Psychology teachers give guidance and counseling to many students inside and outside the college. Dr.Varghese Paul and Dr Monsy Edward

are subject experts for various selection boards, like UPSC. Dr K.V. Pauly is a consultant to the Aquaculture division of Delta Maritime Services (Pvt) Cochin. Doctors, Architects seek the consultancy of Dr. E.Sandhya for their data analysis. She is a Consultant and Visiting Faculty of Department of Bio Statistics, Vellore.

### **7. Total number of seminars/ workshops conducted.**

The college has a history of organizing at least two seminars/ workshops every year at the regional or national levels. The college has hosted a total of eighteen Regional, five National and one International seminar across the four departments since its inception in 1995.

### **9. Details of seminars conducted during 2009-2010:**

The Department of Computer Science organized a One-day National Seminar entitled **I T VISTA – 2009** on January 23, 2009. The

Department of Electronics organized a One- day Seminar on Nanotechnology entitled **EIKOS – 2009** on November 13, 2009.

The Department of Psychology organized a One-day Regional Seminar on **Current Trends in Psychology** on February 9, 2010.

## 10. Research Projects a) Ongoing b) Completed.

Three of our faculty members have undertaken minor research projects of the UGC.

**Table 1.5** Minor Projects Undertaken

<b>Name of Faculty</b>	<b>Type of Project</b>	<b>Funding Agency</b>	<b>Title of project</b>
Ms.Simi Varghese	Minor	UGC	The Concept of Media Ethics in the Convergence era
Dr.Sr.Sophy.P.P.	Minor	UGC	The Curative Interface between Modern Philosophy and Modernist Poetry
Dr.Fr.Babu.K.T.	Minor	UGC	Dyslexia- Identification and Remedial Measures.

### 10. Patents generated, if any

Nil.

### 11. New collaborative research programmes.

Nil.

### 12. Research grants received from various agencies.

Nil.

### **13. Details of research scholars.**

Since the College has only one PG course, the departments are not recognized research centres of the University and hence we have no scholars doing research. But there are members of the staff, who are at present engaged in research work. The following permanent teachers have undertaken their PhD work.

Smt. Sonia Sunny – Computer Science

Sri. Binu Chacko – Computer Science (on F I P)

Sri. Paul Chacko – Physical Education

Smt. Nice Mary Francis – Psychology

Sri. Joju K.T -- Mathematics

The following Guest faculty are working as part-time PhD scholars.

Ms. Shinta G. Nellai – Malayalam

Ms. Asha K.C – Hindi

Sri. Sanand C. Sadanand – Political Science

Bhavya Kamal Menon – Electronics (M.Phil)

Dr. Fr. Jose Nedumpara, the present Principal, has been selected for the Fulbright International Scholar Exchange Programme administered by the Council of International Exchange of scholars (CIES), USA.

#### 14. Citation index of faculty members and impact factor.

**Table 1.6** Citation Index and Impact Factor

<b>Name of teacher</b>	<b>Impact factors 2007 Journal citation reports</b>	<b>Journal Title</b>	<b>Location (print or internet)</b>
Dr .E. Sandhya	Impact factor: <b>0.991</b>	Advances in Applied Probability	JS GERICKE 519.50 ADV 1983+
Dr. E. Sandhya	Impact factor: <b>None</b>	Communications in Statistics: Theory and Methods	<u>INTERNET</u> <u>2001+</u> JS GERICKE

#### 15. Honors/Awards to the faculty: National/International.

Nil.

#### 16. Internal resources generated.

The following are the major resources that have been generated by the institution during the previous academic year.

**Table 1.7** Details of Internal Resources

<b>Department/ Committee</b>	<b>Purpose</b>	<b>Amount generated</b>
	Developmental Activities	6,93,152.00
Computer Science	National Seminar	75,000.00

Electronics	National Seminar	90,000.00
PTA	Developmental Activities	90,600.00
Psychology Department	Student Aid	20,000.00
English Department	Student Aid	16,000.00

**17. Details of departments getting assistance / recognition under SAP, COSIST (ASSIST)/ DST, FIST and other programmes.**

Nil.

**18. Community services.**

A number of social outreach programmes are organized by the college throughout the academic year. The students, under the auspices of the AICUF, Jesus Youth and NSS do extensive work for community welfare, like visiting orphanages, jails and destitute homes, offering counseling, providing food, clothing and monetary help to the inmates. They also visit the neighbouring localities which are predominantly rural, and conduct various awareness programmes on socially significant issues like health and hygiene, AIDS and on the spread of contagious diseases.

Blood donation camps, eye camps and other free medical facilities are offered to the economically weaker sections of the local community by the NSS volunteers during the annual ten-day camp conducted by the college.

The Management has donated five cents of land to Pudukad Panchayat for setting up an 'Anganvaadi', which has been a dire need of the people of the locality for many years.

In addition to this, the postgraduate students of the Psychology course undertake counseling sessions for women and children of the neighbouring areas, as well as in poor homes and orphanages.

### **19. Teachers and officers newly recruited.**

The following Guest lecturers were appointed during the academic year 2009- 2010.

Sri. Sanand C. Sadanand – Political Science

Ms. Anu Jose – English

Smt. Bini Nair – Computer Science

Smt. Asha K.C -- Hindi

Smt. Lakshmi C.M - English

### **20. Teaching – non-teaching staff ratio.**

25:20

### **21. Improvements in the library services.**

The existing facilities available in the library are being updated to facilitate easier access for its users. The area of the library was extended by 580 sq.ft in the year 2008.

At present the library has the following facilities:

- a) Clipping
- b) Computer and Printing facilities
- c) Internet
- d) Power back-up

We have started the process of complete computerization of the library.

The following additional facilities are aimed at:

- a) Swiping system
- b) Reprography
- c) Subscription to e- journals
- d) Introduction of DELNET
- e) Provision for CD-Work Station
- f) Purchase of Encyclopedias and Yearbooks

**22. New books/ journals subscribed and their value.**



At present, the library has a collection of 6758 books and 8080 volumes. An additional 259 books have been purchased in the academic year 2009- 2010 which has a value of Rs. 54, 283.

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback.**

Student feedback is collected once a year by all the departments. A pro forma for the same has been developed in the college. The students make a detailed assessment of their teachers in the space provided. The filled-up forms are submitted to close scrutiny by the Principal, who maintains the secrecy of the same. Any relevant or pertinent suggestions that are put forward by the students are brought to the notice of the concerned teacher by the Principal. With the introduction of the CCSS programme at the undergraduate level, it has been decided to arrange for teacher- evaluation once in every semester.

**24. Feedback from stakeholders.**

Although there is no regular feedback mechanism from stakeholders, the institution encourages feedback on both academic and administrative matters from its alumni and PTA, which are its important well-wishers.

The annual Alumni get-together is an effective means of collecting feedback on the same. Students, who are at present pursuing their higher studies, as

well as those who are employed both within and outside the state, provide regular and constructive feedback on the basis of their experiences in the new environment.

#### **24. Unit cost of education.**

Including salary component – 28150/- per student

Excluding salary component – 5293/- per student

#### **25. Computerization of administration and the process of admissions and examination results, issue of certificates.**

The entire administrative machinery is computerized. The software for the same is regularly updated by the technical staff. Disbursal of salaries to the staff, tax documents, admissions, examination results as well as maintenance and related matters like payment of water, electricity and telephone bills are computerized. Students are selected on the basis of the marks secured in the qualifying examination.

**Table -1.8** Seats allotted for different categories

<b>Category</b>	<b>% of seats</b>
Open Merit	50%
SC	15%
ST	5%

Christian (Catholic)	10%
Management	20%

**Table 1.9** Minimum marks for admission

Category	Minimum marks	
	UG	PG
General	35%	50%
SC/ST/OBC	35%	50%
Children of Jawans & Gallantry Award winners	35%	50%

**Table 1.10** Bonus marks for Admission

Category	Bonus-marks	
	UG	PG
Ex-servicemen, Children of widows	15	15
NCC / NSS	15	15
NCC Certificate	10	10
C	5	5
B	3	3
A		

**Table 1.11** Preparation of rank list

Course	Scheme of Calculation
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1. BA English	Marks secured in Plus II + Twice the marks in General English + Bonus marks, if any
2. Electronics	Marks secured in Part III + Marks for Physics / Maths (whichever is the highest) + Bonus marks, if any
3. Computer Science	Total marks secured in Part III + Marks in Maths (For students who haven't studied Maths, Marks secured in Computer Science/ Computer Application) + Bonus marks, if any
4. Psychology	Total marks secured in Plus II + Marks secured in Psychology optional + Bonus marks, if any

The Admission Committee consists of the Principal, the Heads of Departments and two senior members from the permanent faculty.

The admission process is computerized. After the cut-off date, the final list, incorporating corrections, if any, is published.

Five times the number of required students for admission to the different courses is called for the interview. The entire admission process is conducted in the college Auditorium in the presence of parents. Slots are filled according to the order in which candidates appear for the interview.

The preparation of the final list is done on the day of admission itself, and the admission process is completed on the same day.

In case there are vacancies after the exhaustion of the sure list and chance list, a second list is published the day after the interview. Copies of

the rank lists and supplementary lists for all programmes are sent to the Registrar of the University. These lists are also published in the College notice board. The rules regarding reservation of seats for scheduled caste/scheduled tribe candidates are strictly followed.

Being an aided college we follow the guidelines given by the University in our entire admission process. The prescribed norms for selection of students in the Sports/SC-ST-OBC/Physically challenged quotas are strictly adhered to.

Even though there are no special provisions in the university Regulations ensuring access for women to different academic programmes, about seventy five percent of students joining this college are girls.

The university instructions regarding reservations of seats for Scheduled Castes and Scheduled Tribes are strictly followed in the institution. The seats that cannot be filled up from the quota reserved for SC/ST can be filled up from Other Eligible Community (OEC), only after publishing the vacancy in the Newspaper thrice. If sufficient candidates from OEC candidates are also not available, the usual practice in the college is to keep those seats vacant.

Three percent of the seats for undergraduate programmes are reserved for the physically handicapped candidates. Out of the 3%, one percent is

reserved for the blind, one percent for deaf and one percent for orthopaedically handicapped.

Candidates with minimum 40% disability are considered for admission to the seats reserved for physically handicapped candidates.

The students from socially and economically weaker sections are given fee concessions by the state government, to encourage them to join higher education. Two seats in each under graduate programme are reserved for candidates with outstanding records in sports and games. One seat in each degree programme is reserved for the native scheduled tribe students of the Union Territory of Lakshadweep.

Complete transparency is ensured in the admission process. In the case of internal/ terminal examinations, the marks secured by the students are recorded and made available to their parents during the PTA meetings. The internal assessment marks of students are put up in the notice board before the commencement of the external examination. In the case of final exams, the university issues certificates after each annual exam.

## **25. Increase in infrastructure facilities.**

The college is in the process of increasing the existing infrastructure facilities in order to meet the increasing demand for more space and conveniences. A rest room for girls and more toilet facilities are being

provided to the students. A hall for receiving guests and other dignitaries has been built. A parking area for two and four wheelers is also under construction. The carpet area of the library was increased by 580 sq. ft.

## **26. Technology upgradation.**

One LCD projector was procured for the Seminar hall. A photostat machine was purchased for the library. An Interactive Board, a Laptop, a Printer, three digital cameras, twenty one computers and a 5KV UPS for the same have been purchased during this academic year.

## **27. Computer and internet access and training to teachers , non-teaching staff and students.**

The Department of Computer Science takes the initiative to provide basic computer literacy to the first year students of the whole college immediately after the commencement of their classes. The students of all the departments are given the opportunity to attend these classes.

The teaching and non-teaching staff are also initiated into the use of computers.

Classes for the same are conducted once a month on a Saturday for those who require training.

Internet facilities are made available to the students, free of charge. A browsing centre with ten computers has started functioning for the purpose of enabling them to use the internet. The teaching and non-teaching staff are also provided computer and internet facilities in their respective staff rooms.

## **28. Financial aid to students.**

Being a college located in the rural area, there are many students who require monetary assistance. The State government provides the following scholarships to students below the poverty line as well as to SC/ST students.

**Table 1.12** Details of Student Aid

<b>AID</b>	<b>2008-09</b>		<b>2009-10</b>	
	<b>NO</b>	<b>TOTAL Rs.</b>	<b>NO</b>	<b>TOTAL</b>
University merit scholarship	2	9000/=		
District wise merit scholarship	2	8000/=	1	4000/=
Post metric Minority scholarship			2	3000/=
Grant to children of Cine Workers			1	3000/=
Kerala State Suvarna Jubilee Merit Scholarship			5	50000/=

In addition to this, the Management provides substantial financial help to many students. A total of Rs.1,50,000 was provided by the Management. This fund is established with a view to give some financial assistance to a



limited number of students for promoting their college education. The fund is raised from contributions from the Management, Students and the Public. (All students will make a voluntary contribution of Rs.100/- towards student's special welfare services.)

Applications are put up on the College notice board before the end of the first term. In instituting the award, both merit and financial conditions are taken into consideration. This assistance is withdrawn if the student's progress and conduct is not satisfactory.

2008-09			2007-08		
NAME	AMOUNT	CLASS	NAME	AMOUNT	CLASS
Meenu Paul	Rs 536.25/-	I BA English	Cini Suresh	Rs 531.25/-	IIIBA English
Linet Joseph	Rs 536.25/-	IPsychology	Renjith P P	Rs 531.25/-	II Computer
Renjith P P	Rs 536.25/-	IIIComputer	Lakshmi Saranya	Rs 531.25/-	I Psychology
Anju V Poulose	Rs 536.25/-	IElectronics	Sanoop K	Rs 531.25/-	I Electronics

## **29. Activities and support from the Alumni Association.**

The first Alumni Association was formed in the year 2002. Since the College had its inception in 1995, the first batch passed out in 1998.

An annual Alumni get-together is held on Mahanavami day every year.

Since most of the students are pursuing their higher studies and only very few of them are placed, they are not able to make much financial contribution to their Alma Mater. However they still maintain close personal relations with their teachers and with their parent institution.

With more students having secured good jobs in prestigious companies, many of them have contributed generously to the Alumni Fund. It stands to the credit of our Alumni that they have been instrumental in sponsoring the new website of the college. The Alumni Association, in its meeting this year, has also decided to undertake the sponsorship of a specified number of economically weak students from June 2010 onwards.

The college encourages the alumni to participate in almost all the important activities of the college.

### **30. Activities and support from the Parent- Teacher Association.**

The Parent-Teacher Association is an active participant in all the activities of the college. The entire Main Block of the college was donated by one of the parents. The Psychology Block was also sponsored by one of the well-wishers of the college.

The chairs in the Auditorium were donated by the PTA. Many parents offer monetary assistance to the financially weak students of the college for enabling them to complete their studies.

### **31. Health Services.**

There is at present no formal or permanent health centre or dispensary functioning in the institution. However, the college has entered into a contract with the local hospital, whereby arrangements have been made for the services of a physician to provide consultation for the students once a week. An hour is assigned for this purpose. A rest room has also been provided to the girl students in case of any eventuality.

### **32. Performance in Sports activities.**

The Men and Women Yogasana Teams have been the Calicut University Yogasana Champions from 2007 till 2010.

The Kabadi Men's Team has been the Champions in the Calicut University Inter zone Competition continuously for the past five years.

Two of the team members have been selected to the Indian Army Kabadi Team. Both of them represented the State in the National Kabadi Championship.

Two of our players represented the Calicut University Chess team in the All India University Chess Championship.

The College Tennis Team won the Calicut University Runners -up Trophy in 2008-2009 and 2009-2010. The Women's Team won the third position in the Calicut University Championship.

The Men's and Women's Archery Teams won the Runners-up Trophies in 2007-2008.

The Men's Cycling Team won the Runners-up Trophy in the Calicut University Championship this year.

### **33. Incentives to outstanding sportspersons.**

Trophies, medals and certificates are distributed to winners of various sports events at the college level, every year. Special awards are given away to those sports persons who are selected to represent the college at the University or inter university levels.

### **36. Student achievements and awards.**

**Table 1.13** Achievements in academic transactions in the year 2009-2010

<b>Course</b>	<b>No. of students appeared</b>	<b>Pass percentage</b>	<b>Distinctions</b>	<b>University ranks</b>
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MSc Clinical Psychology	12	100	----	3
BSc Psychology	35	89	5	2
BSc Computer Science	36	95	15	----
BSc Electronics	28	93	10	3
B.A English	35	100	----	----

Many of our students have participated and won prizes at the inter-collegiate, university and inter- university level Arts and Sports competitions.

## **SPORTS**

### **Academic year 2008-2009**

- Yogasana Women Team Championship
- Yogasana Men Team Runners up.
- Tennis Men Team Runners up.
- Two Kabadi players( Peter Rayappan & Jinjo Paul) and one Chess player(Sayed Rehman Nazeer)were selected to the University team

<b>NAME</b>	<b>EVENT</b>	<b>PRIZE</b>
Sharika Gireesh	Light Music	I <sup>st</sup> Prize
Sharika Gireesh	Classical Music	I <sup>st</sup> Prize
Jithin G	Violin	I <sup>st</sup> Prize

## **ARTS**

**Academic year 2008-2009**

**D-Zone results 2008-2009**

<b>NAME</b>	<b>EVENT</b>	<b>PRIZE</b>
Sharika Gireesh	Light Music	II <sup>nd</sup> Prize
Sharika Gireesh	Classical Music	Ist Prize
Jithin G	Violin	III <sup>nd</sup> Prize

### **Inter Zone results 2008-2009**

Sharika Girish, a student of final year BSc Electronics Course, secured the second place in light music at the Inter-University Arts Festival held at Mysore in January 2009.

### **37. Activities of the guidance and counseling unit.**

A full-fledged guidance and counseling unit is functioning under the auspices of the Department of Psychology. Weak students are given

personal counseling to enable them to overcome their learning disabilities.

Being a college in the rural area there are many students who have financial problems which affect their studies. A separate counseling cell for girls has been made functional from this academic year onwards.

### **38. Placement services provided to students.**

Most of the final year students are given career- orientation classes by trained personnel from professional companies. The students participate in the Campus Recruitment Programmes conducted in other colleges. Many of them have been selected by MNCs from the placement drives.

### **39. Development programmes for non-teaching staff.**

The institution has not formulated any distinctive programme exclusively for the non-teaching staff. However, they are encouraged to attend courses in computer literacy and administrative procedures at other institutions which will be beneficial to them.

#### **40. Good practices in the institution.**

Prajyoti Niketan College which had its inception in 1995 has always focused on the holistic growth of the individual, integrating all aspects of life, from the physical to the spiritual.

With a strength of less than 450 students in the four undergraduate courses and one postgraduate course, the institution has to a large extent succeeded in inculcating in the students the noble qualities of mutual co- operation, selfless service and trust. With a teacher- student ratio of 1:17, it is quite easy for the staff to maintain a warm and personal rapport with the students. Most of them maintain this relationship with their Alma Mater even after they complete their education and get placed in prestigious institutions.

The Management and staff have always given the highest priority to the spiritual orientation and growth of its students, alongside the aspect of academic excellence. This is perhaps one of the greatest reasons for the outstanding results produced by the institution every year in the university examinations, along with the accolades secured by the students in co curricular and sports events at the inter collegiate, University and Inter University levels.



**41. Linkages developed with National/ International, academic/ research**

**bodies.**

Nil.

**42. Action Taken Report on the AQAR of the previous year.**

NA

**43. Any other relevant information the institution wishes to add.**

The Department of English is proposing to set up a language lab which will benefit not only the students of the department but will also increase the efficiency of the Career and Counseling cell.

Efforts are afoot for the preparation of a detailed academic calendar before the beginning of every academic year.

**Institutional Plan**

- To strengthen IQAC
- To implement teacher-benchmarking system as a professional means of faculty-development.
- To establish a system for student progression and make it available on the internet for on-line access by parents and other stake holders.
- To encourage more faculties to do research and to take up minor major projects.

- To create an on-line feedback mechanism to get responses from alumnis and industries about the curriculum as well as to offer add-on courses based on their suggestions.
- To inculcate a strong value system in the students through mentoring, tutorials and spiritual orientation programmes.
- To evaluate the overall performance of each class and to grade each one using revised criteria.
- To have an Academic Audit conducted every year and to prepare an Audit Manual by IQAC.
- The proposal for construction of a ladies hostel submitted by the institution, under the UGC Special Scheme, has been sanctioned and construction of the same will be initiated soon.